



## VIEWING “ARCHIVED” PLANS PROCEDURE

### BEFORE YOU START, PLEASE NOTE:

- ➔ The resolution for viewing plans is set very low therefore the plans might not be very clear and possibly difficult to read.
- ➔ You are **NOT** authorized to print plans without the required signatures (see below).
- ➔ If you want to **PURCHASE** copies of plans:
  - Call one of the numbers listed below and request an **“Affidavit and Request for Copy of Plans”** form or visit our website at [www.modestogov.com/ced/forms/building.asp](http://www.modestogov.com/ced/forms/building.asp) and print a copy of the **“Affidavit and Request for Copy of Plans”** (Affidavit).
  - Using the Affidavit form, you must get a signature from the **Owner** granting permission and (if applicable) the **Licensed Professional** who stamped the plans **before** copies can be made.
  - After you receive the required signatures on the Affidavit, the **“Original, Wet Signed”** form can be mailed or hand delivered to our office.

**Mailing Address:** City of Modesto  
Carmen Piña  
Building Safety Division  
P.O. Box 642  
Modesto, CA 95353

**Physical Address:** City of Modesto  
Carmen Piña  
Building Safety Division  
1010 10<sup>th</sup> Street  
3<sup>rd</sup> Floor, Suite 3100  
Modesto, CA 95354

- When we receive the signed Affidavit granting permission to make the copies, we will order the plans from Stockton Blue.
- After the order is placed, Stockton Blue will contact you to make the necessary arrangements for payment and delivery before they will process the order.
- ➔ If you have any problems, questions, or if you can't locate specific plans, please call either:
  - **Carmen Piña**  
**(209) 571-5570**
  - **Building Safety Division**  
**(209) 577-5232** (press **0** and ask the receptionist for the person who handles **Research**).

## BEGIN VIEWING "ARCHIVED" PLANS:

1. Via the internet, log onto [www.stocktonblue.com](http://www.stocktonblue.com).
2. Select "ENTER PLANROOM" (located on the left side of your screen).

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3. Enter the login information:
  - a. Username: **bsdpublic**
  - b. Password: **plans**
  - c. **Enter** or select "GO"

# Stockton Blue

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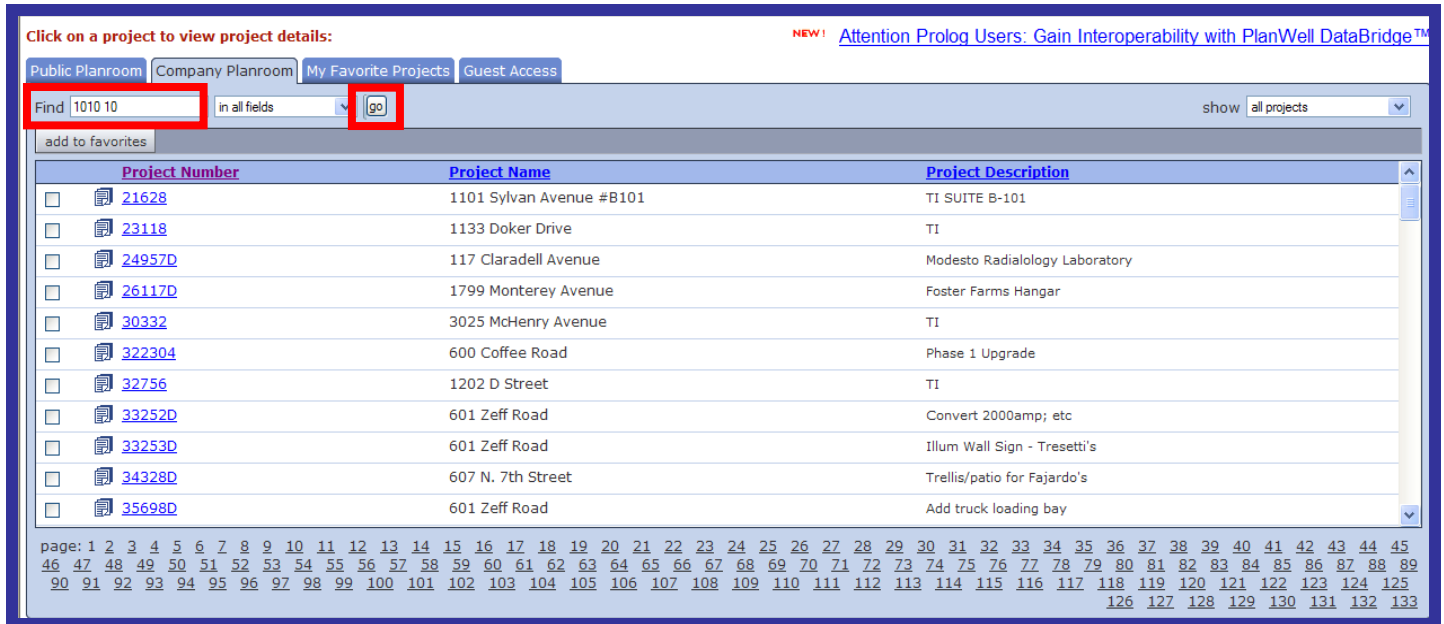
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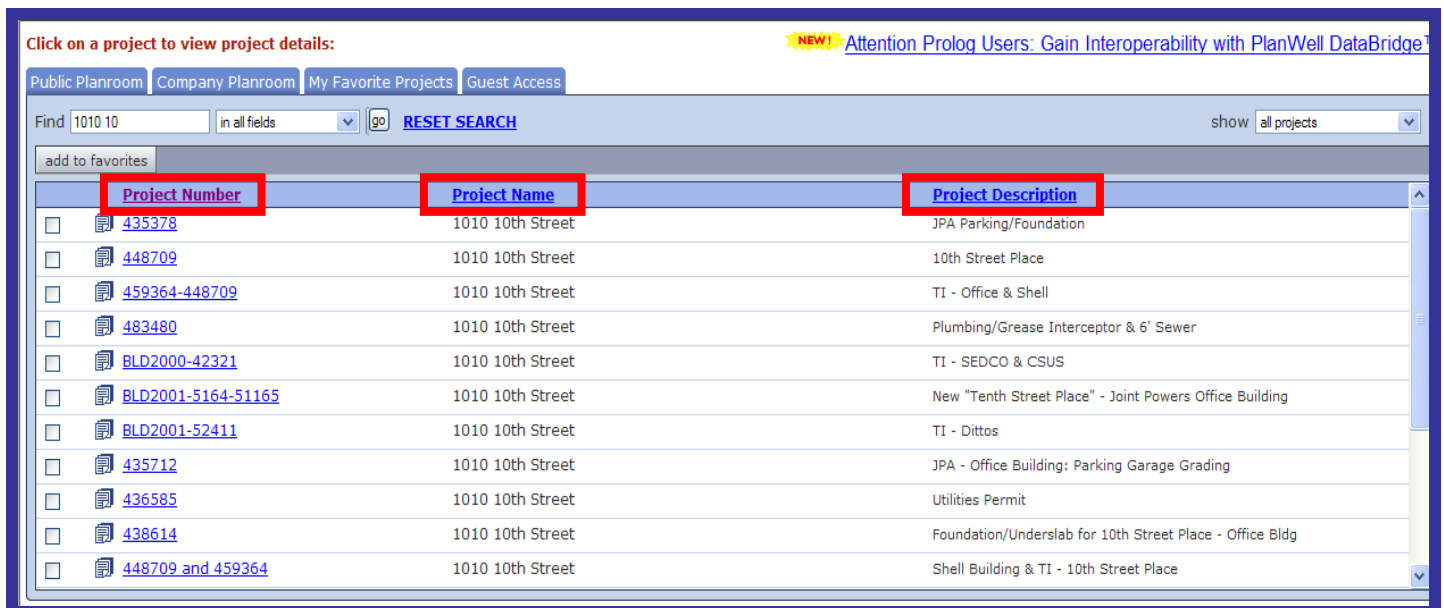
[» Release Notes](#)

4. Enter the information needed to locate the plans you want to see:
  - a. In the “Find” field, enter either the **Address** or **Permit Number** (for example, **1010 10<sup>th</sup> Street** should be entered as **1010 10**).
  - b. **Enter** or select “GO”



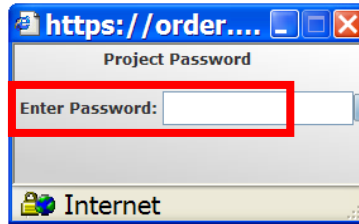
5. If your search was by **Address**, all available plans for that address will be listed. If your search was by **Permit Number**, only the plans pertaining to that permit will be listed.
6. If your search returns a large list, you have the ability to sort the information by selecting one of the headings listed and shown below. This will sort the listed information alphabetically and/or numerically based on the category you chose.

**Project Number** (Permit Number) = in order by **Permit Number**  
**Project Name** (Address) = in order by **Address**  
**Project Description** (Work Description) = in order by first word of **Work Description**

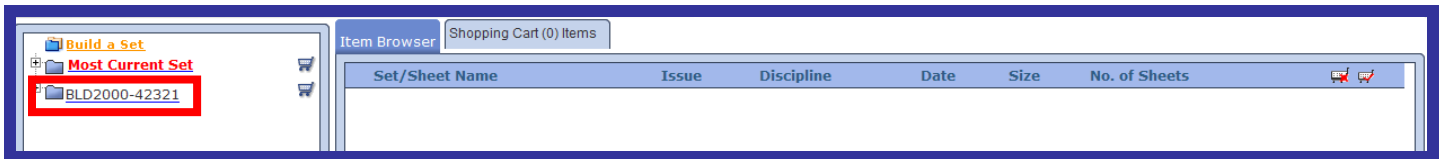


7. To view the plans:
  - a. Locate the set of plans you would like to view and select the **Project Number** (permit number).
  - b. A box will appear saying **Enter Password**:

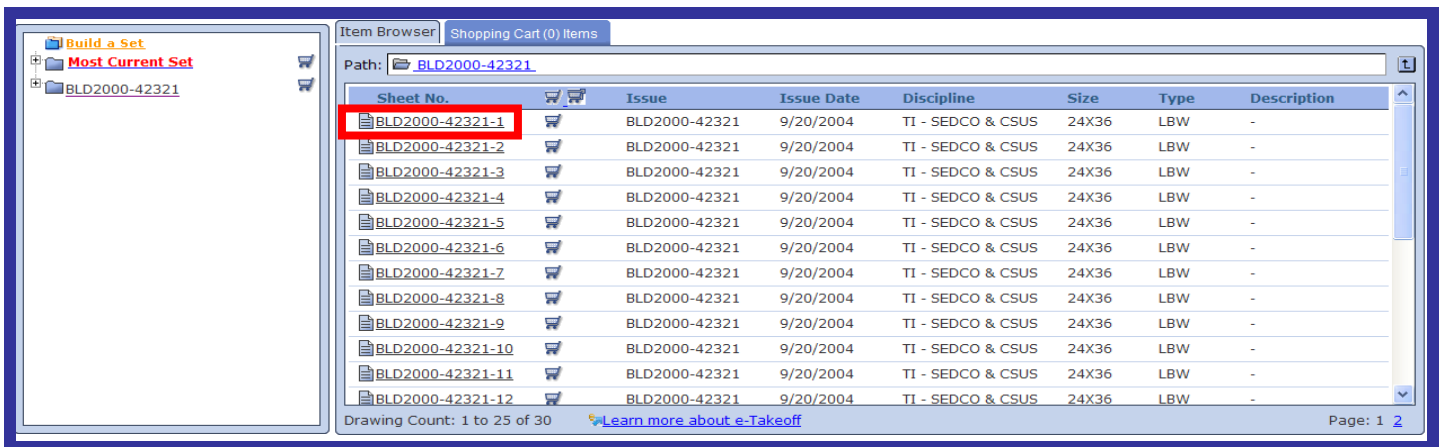
- Password: **permit**
- **Enter**



- c. Select the **Project Number** (permit number).



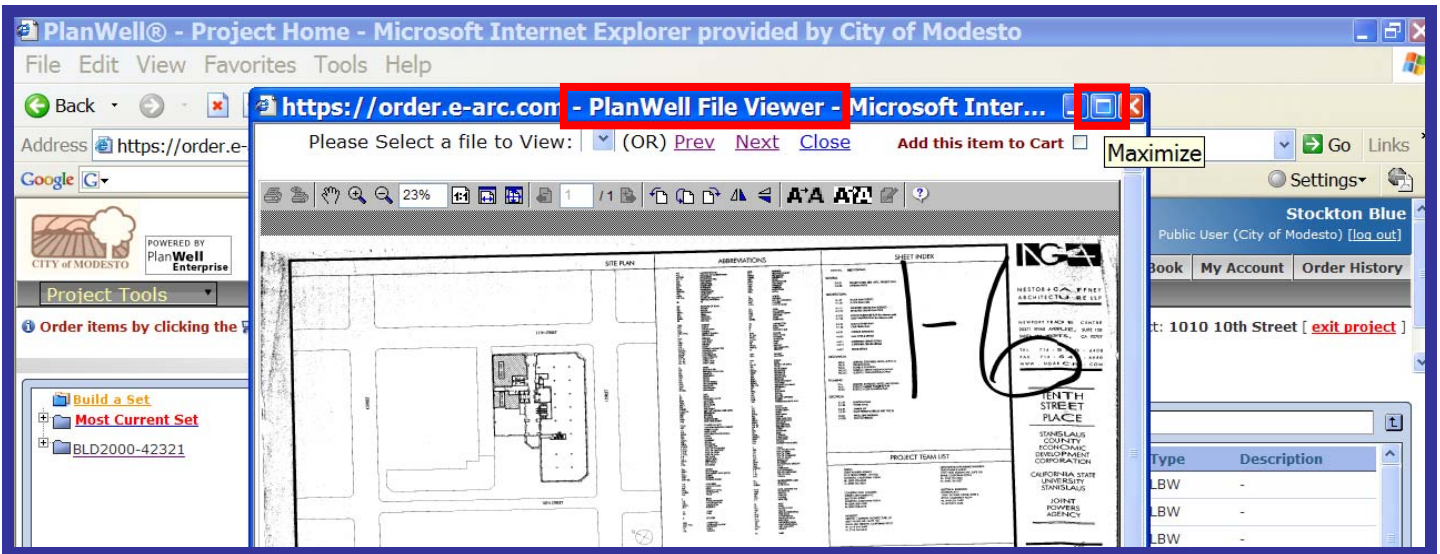
- d. A list will appear that includes the **Project Number** (permit number) and page number.
    - e. Under the “**Sheet No.**” column, select the **first** page.



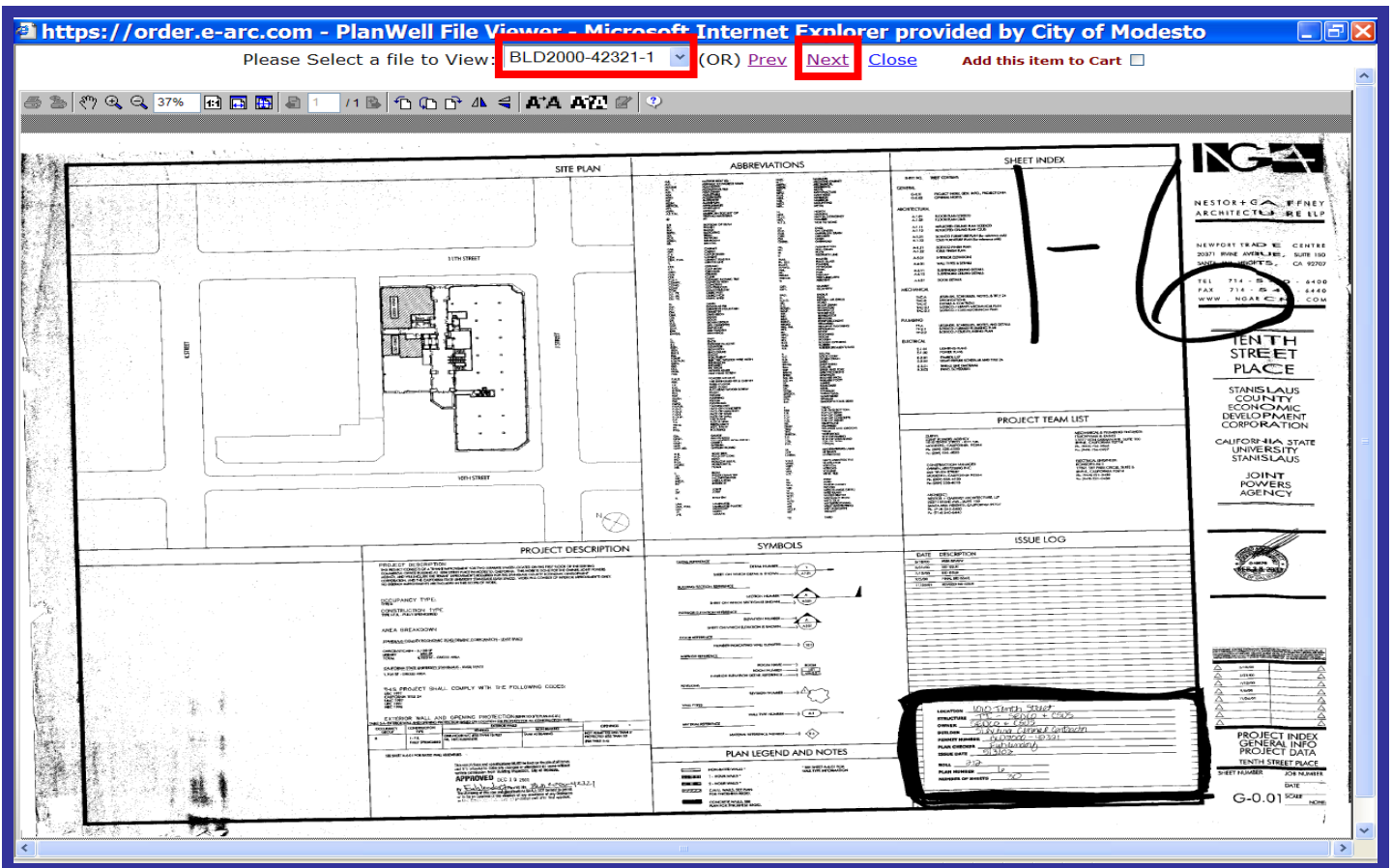
- f. When you receive the “Warning - Security” (see below), select **Run**. If you receive this warning again during your session, just select **Run** again.



- g. The first page of the plans will come up after a couple of seconds.
- h. To expand this page to the full size of your screen, select the "Maximize" box in the upper right hand corner of the "PlanWell File Viewer" screen (the plans screen).

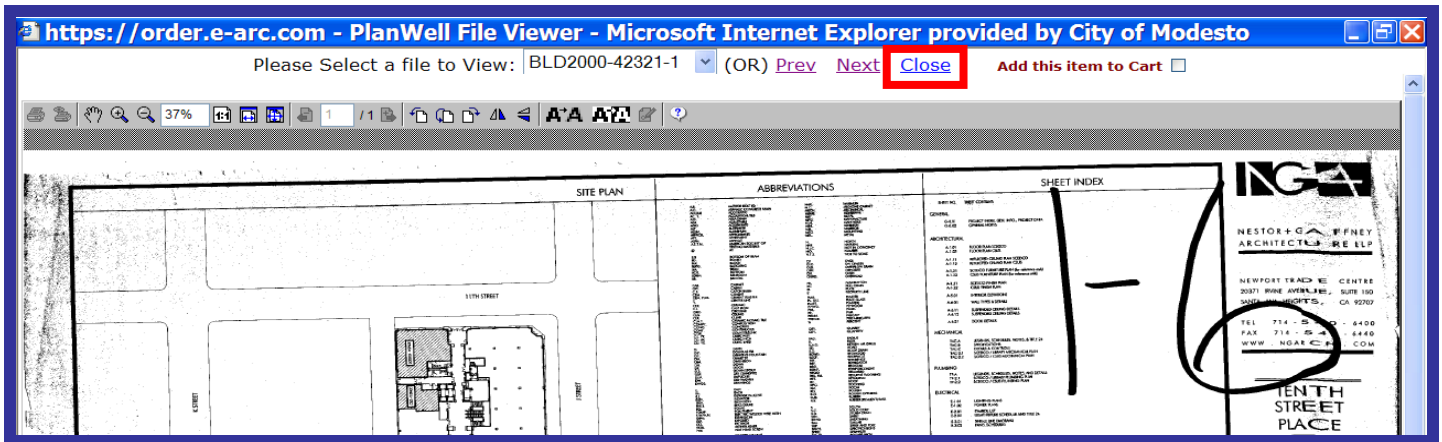


- i. To move through the plans you have a couple of options:
  - Select "Next" to move through the plans page by page OR
  - Use the "Dropdown" (list of all page numbers) and select the page you want to view.

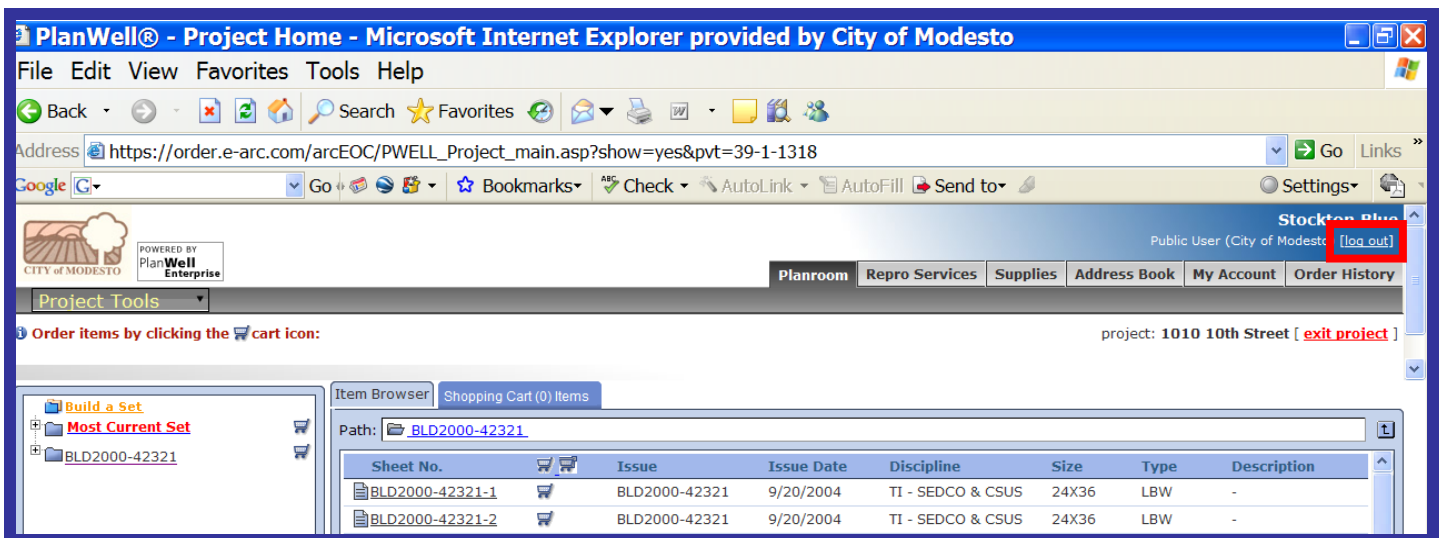


- j. If you receive an error while moving through the plans, try another page and come back that page later in your session.

8. To Exit:
  - a. Select "Close"



- b. Select "Logout" in the upper right hand corner of the screen.



- c. Close out of the Stockton Blue website.

## AGAIN, PLEASE NOTE:

- ➔ You are **NOT** authorized to print plans without the required signatures as explained on Page 1.
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